

OJEMEN, Peter Agbonakhiena

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PERSONAL PROFILE

- Designed the workflow of Micro (Annuity) Loans business for Leadway Capital & Trusts Ltd
 - Manages Micro (Annuity) Loans portfolio from startup to NGN 10 billion (\$ 25 million) in the past 6 years for Leadway Capital & Trusts Ltd with team who exceeds budget yearly.
 - Ensure team adhere to Micro Loans business policy in order to meet organizational goals.
 - Ensure online loan application is seamless for our prospects / esteemed clients.
 - Automate the online loan process for our retirees.
 - Increased Customer base and ensure continuous Organizational growth in terms of profit.
 - Trained Agency Personnel as well as support on-going training of relevant teams in the organization for our Annuity Based-Loans Business
 - Managed ARM Pensions unprocessed monies by ensuring client's account are funded in due time
 - Ensure accuracy on the regulatory report to PENCOM for both funded and unfunded transactions
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SKILLS AND ABILITIES

A result oriented, confident and proactive graduate with good communication and interpersonal skills and a drive to succeed, computer literate with ability to work well with Microsoft Office Applications (Microsoft Word, Excel, Access, PowerPoint) and ERP Software (Microsoft Dynamics Nav).

PERSONAL DETAILS

Sex:	Male.
State of Origin:	Edo State.
Local Government:	Esan – Central.
Status:	Married.
Languages Spoken:	English and Yoruba.
Nationality:	Nigerian.
Religion:	Christianity.

EDUCATIONAL QUALIFICATIONS WITH DATES

- Agric. Economics & Extension (**B.Sc**) (*Second Class Honours*)
Ambrose Alli University, Edo State. July 2004
 - West Africa Senior School Certificate
Yewa Grammar School, Ikorodu, Lagos State. May 1995
 - First School Leaving Certificate
Anglican Primary School, Ikorodu, Lagos State. November 1989
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PROFESSIONAL QUALIFICATIONS WITH DATES

- Chartered Global Investment Analyst CGIA® (Member) September 2019
 - Chartered Institute of Loan and Risk Management of Nigeria (Member) August 2016
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WORK EXPERIENCE

June 2019 – To date

Leadway Capital and Trusts Ltd, 121 – 123, Funsho Williams Avenue, Iponri, Surulere, Lagos, Nigeria.

Assistant Manager – Investment Services

- ❖ Supervise the entire Micro (Annuity) Loan process from client application online to disbursement of loan request to our esteemed client.
- ❖ Liaise with account department to ensure clients' loan disbursement and repayments are posted on Microsoft Dynamics Nav on a weekly and monthly basis respectively.
- ❖ Review and approve loan application list on Microsoft Dynamics Nav (ERP Software).
- ❖ Send for approval clients' loan applications to Head, Investment Services and Managing Director for weekly approval.
- ❖ Weekly / Monthly / Quarterly / Annual micro (annuity) loan report to the Executive Director and Group Managing Director

- ❖ Supervise customer care executive on our micro loan business.

September 2014 – May 2019

Leadway Capital and Trusts Ltd, 121 – 123, Funsho Williams Avenue, Iponri, Surulere, Lagos, Nigeria.

Officer – Investment Services

- ❖ Evaluate annuitants' loan applications and documentation by confirming credit worthiness.
- ❖ Evaluating annuitants' information and documentation
- ❖ Liaise with account department to ensure annuitants' loan disbursement and repayments are posted on Microsoft Dynamics Nav on a weekly and monthly basis respectively.
- ❖ Analyse annuitants' financial status i.e. Monthly annuity and guarantee period to determine feasibility of granting loans.
- ❖ Review and update loan application list on Microsoft Dynamics Nav (ERP Software).
- ❖ Review loan agreements to ensure that they are complete and accurate before e-mailing to prospective annuitants'.
- ❖ Compute payment schedules (Amortization Schedule).
- ❖ Send for approval annuitants' loan applications to Head, Investment Services and Managing Director for weekly approval.
- ❖ Weekly / Monthly / Quarterly / Annual annuity loan report to the Executive Director and Group Managing Director
- ❖ Supervise customer care executive and annuity loan personnel.
- ❖ Ensure any inconsistencies on repayment are investigated and resolved

October 2013 – August 2014

Christiana School of Computer, 17, Moshalashi Street, Apata Bus Stop, Somolu, Lagos, Nigeria.

Computer Instructor

Responsible for the impartation of basic computer knowledge

- ❖ Microsoft Office Applications (Excel, Access, Powerpoint, Word)
- ❖ Typing Skills (Mavis Beacon Software)

July 2009 – September 2013

ARM Pension Managers (PFA) Ltd, 86, Adeniran Ogunsanya, Surulere, Lagos, Nigeria.

Reconciliation Officer

Responsible for the following functions

- ❖ Unprocessed Monies

Principal Duties and Responsibilities

- ❖ Reconciled Daily fund Reports with Transaction Listing on Microsoft Dynamics Nav 2013 (ERP Software)
- ❖ Daily download of Retirement Savings Account statement on UBA / Zenith Pension Custodian website.
- ❖ Posting of daily statement on Microsoft Dynamics Nav 2013 / Sybase.
- ❖ Posting of refund on Microsoft Dynamics Nav 2013 / Sybase.
- ❖ Identified Schedules to be processed from the No Schedule list.
- ❖ Prepared the Daily Unprocessed Monies Spreadsheet.
- ❖ Liaised with the Custodian on issues concerning wrong narrations.
- ❖ Resolved contribution errors and inconsistencies.
- ❖ Making sure employer remittances are processed as and when due.
- ❖ Resolved miscellaneous issues that may arise from employee contributions.
- ❖ Monthly Regulatory Report (Unfunded and Funded Account) to PENCOM.
- ❖ Monthly preparation of adhoc report for management.

October 2008 – July 2009

ARM Pension Managers (PFA) Ltd, Plot 698, Sanusi Fafunwa Street, Victoria Island, Lagos, Nigeria.

Data Processor

- ❖ Electronic Registration of Retirement Savings Account (RSA) Forms using Excel (2007 Edition).
- ❖ Correction and Viewing of RSA forms using Abbyy Form Reader Software. Scanning of RSA Forms.
- ❖ Reconciliation of Documentary Evidence.
- ❖ Record Update of RSA Forms.
- ❖ Good Customer Relationship (Goldmine Software).
- ❖ Create and Modify documents using Microsoft Office (2007 Edition).
- ❖ Maintain hard copy and electronic filing system of RSA forms.
- ❖ Good typing skills (40 wpm).

- ❖ Excellent Use of Internet and Proper attachment of documents for E-mail.

February 2007 – July 2008

The Redeemed Christian Church of God, Lagos Province 22, Open Doors Zonal Headquarters, Ikorodu, Lagos, Nigeria.

Administrative Assistant (IT Support)

- ❖ Good office management skills (document preparation).
- ❖ Record Keeping (Petty Cash Book, Cash Lodgment, Remittance).
- ❖ Petty Cash Payments by issuing out Petty Cash Vouchers.
- ❖ Create and Modify documents using Microsoft Office.
- ❖ Suggested entry of Remittance on the System using Excel Format for easy and accurate calculation.
- ❖ Maintain and distribute Staff and Minister’s weekly schedules.
- ❖ Good typing skills (40 wpm).
- ❖ Maintain hard copy and electronic filing system.
- ❖ Excellent Use of Internet and Proper attachment of documents for E-mail.

January 2006 – December 2006

Eminent Computer Institute, Lagos, Nigeria

Computer Instructor

- ❖ Imparting computer knowledge (MS Word, MS Excel, Powerpoint, Access and Adobe Photoshop 7.0)
- ❖ Hardware Installation
- ❖ Software Installation
- ❖ Computer Assembly
- ❖ Microsoft Dos
- ❖ Port Attachment
- ❖ Formatting of Hard disk

September 2004 – August 2005

Government Science Secondary School, Darazo, Bauchi, Nigeria

(National Youth Service Corps)

Agricultural and Computer Tutor

- ❖ Imparting Agricultural knowledge to students

RELEVANT TRAINING PROGRAMMES

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| ➤ Microsoft Dynamics NAV 2013 (ERP Software)
ARM Pension Managers, Ikoyi, Lagos. | January 2013 |
| ➤ In – House Operations SOP Refresher Training Programme
ARM Pension Managers, Victoria Island, Lagos. | November 2012 |
| ➤ In – House Training course on Advanced Microsoft
Office Suite (Excel Training Programme)
ARM Pension Managers, Victoria Island, Lagos. | June 2009 |
| ➤ Desktop Publishing (<i>Diploma</i>)
Eminent Computer Institute, Lagos State | December 2005 |

INTERESTS / KEY PERSONALITY ATTRIBUTES

Computers, Meeting People, Basketball, Reading, Thinking, Honesty, Integrity, Hard Worker, Responsible, Photography and Committed

REFERENCE

Available upon request